



## POLICY PENCIL POINTS

Effective Date 6/13/2016

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### What's Revised?

#### Use of State Vehicles

**DCF-III-E-1-01-2014** has been revised to update the Use of State Vehicles policy. Section II: "Permitted Use of State Vehicles", number three of this issuance omits the term "**caseload carrying**" as the only persons able to use state vehicles for transportation purposes.

Also - Section IV: "Use of Child Safety Seats - Seat Belts Required / Role of New Workers" was revised to include the following language:

- New Workers are able to transport clients as soon as he or she starts working in the local office and has client contact. The Worker's driving record must be cleared by HR prior to operating a vehicle.
- If the Worker has not had the mandatory car seat training, and has to transport a child in need of a car seat, the Worker will seek the Certified Passenger Safety Technician (CPST) designee(s) in his or her office who has been through the 4 day National Certification training for assistance.
- If the CPST designee (s) for the office is not available to assist the new Worker, the Worker will seek help of his or her Supervisor to assist in locating a staff member, who has had the mandatory Car Seat training to support the Worker.

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